

Getting Started in Adult Education

Step 1

For minors under the age of 18 (16 or 17 years old), your REQUIRED first step is to have parent/legal guardian complete the attached Petition for Admission of Enrollment form. The form must be notarized. A notary is available at the front desk at each campus for your convenience, if needed.

- Lee Building: 1042 W. Hamlet Ave., Hamlet
- Honeycutt Building: 600 McLean St., Laurinburg

Step 2

A parent/legal guardian and minor student must schedule and attend a Minor Interview with one of the individuals listed below.

Richmond County (for Hamlet campus)

Cristianne Brown	OR	Tara McDuffie
(910) 410-1772		(910) 410-1781
cmbrown@richmondcc.edu		tdmcduffie@richmondcc.edu

Scotland County (for Laurinburg campus)

Yushawnda Royster
(910) 410-1769
yrroyster@richmondcc.edu

Bring the following with you to your Minor Interview:

- ☒ Required:
 - ☐ Completed and notarized Petition for Admission of a Minor
 - ☐ School withdrawal documentation (*if last attended within 6 months*)
- ☒ May be requested (if needed):
 - ☐ Parent/Guardian photo ID
 - ☐ Proof of legal guardianship (*if last names differ or custody is unclear*)
 - ☐ Student ID (*if available*)



College and Career Readiness Program
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SECTION B: School Release (Required if student has been out of school less than six months.)

Required for all students under 18. Choose ONE:

- ☐ Official withdrawal documentation is attached
☐ Completed below by school official:

_____ withdrawal date or last attendance in school was
Student's Name

_____. Name of High School: _____.
Month/Day/Year

If disciplinary action was taken to remove student from school, please indicate:

- ☐ Suspension ☐ Expulsion ☐ Other (explain below)

School Official Signature *Date*

SECTION C: Parent/Guardian Authorization

*This section **must be signed in the presence of a NOTARY PUBLIC** by the parent, guardian, or other person or agency having legal custody or control of the minor.*

I certify that I am the parent or legal guardian of _____. I give permission for this student to enroll in the Adult Education program and confirm that the student is no longer enrolled in a K–12 school. I verify that all information provided on page 1 and 2 of this form is correct.

Parent/Guardian Name (print): _____

Signature: _____ Date: _____

Phone: _____

NOTARY SECTION

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public Signature: _____

Date Commission Expires: _____

(OFFICIAL SEAL)